

E-Resume

Your paper resume is a valuable tool but don't overlook the bonus of creating an electronic version on-line. Consider using this site: www.eresumes.com.

A portfolio, says Rebecca Smith of eresumes.com, organizes and displays visual evidence of your professional growth and achieved competency. If you are actively seeking a new job, including the URL of your Web portfolio on your resume provides employers the opportunity to review your additional skills by visiting your Web site.

SCANNABLE RESUMES

Most state agencies do not scan resumes at this time. However, tips on preparing a scannable resume are available at: www.reslady.com/electronic.html or www.jobsearchtech.about.com/od/resumewriting1.

- Maximize the computer's ability to read the document by providing the cleanest original possible and using a standard format.
- Use white paper printed on one side only.
- Use a standard typeface, such as Helvetica. Use a font size of 12 to 14.

Resource Information

Contact your Human Resource office, the Washington State Department of Personnel, or a local WorkSource office, for advice on resume writing.

Visit your local library if you don't have access to a computer and ask the librarian to help you get started.

DC Web Women is a non-profit professional organization for women that provides opportunities to educate, learn, network, and serve our community. DC Web Women strive to be role models for young women and girls and to promote women in technology.

www.dcwebwomen.org/jobcorner/resume_tips.html

Advancing Women provides tools, resources, products, and services to support women's career and business goals, including our own targeted job board, specifically to serve the needs of our own audience and employers seeking women and diversity candidates.

www.advancingwomen.com/grrls7.html

Diversity Inc.

www.diversityinc.com/public/departments33.cfm

MAKING THE BEST IMPRESSION



Preparing Your Resume

Sponsored by the

**Interagency Committee of State
Employed Women (ICSEW)**

<http://icsew.wa.gov/>



Preparing Your Resume

Your resume often makes your first impression within the agency you are interested in working. It is important to take the time to ensure that your resume reflects your attention to detail and pride in your work.

You will find many of helpful Web sites, as well as resume software, that allow you to fill in the blanks. Below is a list of hints, tips, and information to assist you with writing a polished resume:

GENERAL TIPS

- Keep your resume up-to-date.
- Customize your resume to suit the position you're applying for—strive for accuracy.
- Keep it brief—one page if possible. Be clear and concise.
- List your educational and training experience first.
- Showcase your transferable skills as a skills summary.
- Be specific—use dates to show when you were on the job.
- Keep the information positive.
- Leave out personal information such as age, marital status, etc.

CONTENT

- Name, address, telephone number, and e-mail address.
- Objective or profile—be clear about the type of job you are seeking and keep it in agreement with the type of position you are applying for.
- Education, including training.
- A skills section, if appropriate.
- Job experience, in chronological order from your most recent position, including the dates of each job.

APPEARANCE

- Avoid using small type or unusual fonts.
- Proofread your master copy carefully for grammar and spelling errors.
- Use high-quality bond paper with matching envelopes.
- Include a cover letter introducing yourself, addressing your interest in the specific position, and your objective.

Sample resume formats can be found at: www.susanireland.com/resumeindex.htm

Delivering Your Resume

IN PERSON

Call ahead to determine a convenient time for delivery. Indicate your interest and enthusiasm for the position.

FAXING

When faxing your resume, call in advance to ensure you have the correct fax number and to confirm that the agency accepts faxed copies of resumes.

E-MAILING

Always call in advance to ask if the agency accepts resumes via e-mail and to confirm the recipients e-mail address.

- Save a copy in ASCII text. Align everything to the left or other formatting can be lost.
- Use no more than 65 spaces or characters across the top.
- Use the space bar, not tabs.
- Follow up with a phone call to ensure successful delivery.